

Volunteer Role Profile

Volunteer Title

Local / Family History (Libraries)

ROLE PURPOSE

Local and family history provides opportunities to delve into the past, find out about your ancestors or the history of where you live. Volunteers will be based in Wallasey Central Reference Library and will assist or signpost customers in their research using library collections and information online.

MAIN TASKS AND ACTIVITIES

Tasks may include the following, but not be limited to, the activities shown below.

- Maintaining the security and safeguarding of the collection.
- Providing help and support for library customers by signposting them to the Birkenhead Reference library staff and resources that will assist them with their research or to groups such as the Cheshire Family History Society.
- Finding out about the resources we hold within Wirral libraries and online enabling the role to help, inspire, encourage, and support others as they undertake their own research.
- Individual volunteers not part of an official group must pass all research queries on to the library staff.
- Signposting the public to the Archives Department, their holdings and opening hours.
- Liaising with Wirral Council staff as appropriate.
- Working within and complying with relevant Wirral Council's policies and procedures, particularly:
 - Health & Safety
 - General Data Protection Regulations (GDPR)
 - Equality, Diversity & Inclusion

PERSONAL SKILLS AND QUALITIES REQUIRED

- Must be aged 16+
- Enjoy interacting with the public.
- Have an interest in local/family history.
- Friendly, polite and helpful.

TRAINING & LEARNING OPPORTUNITIES

Through this volunteering opportunity you will be able to:

- Work as part of the library team but not undertake any library duties e.g., shelving, issuing & discharging books etc.
- Receive an induction and training.
- Any relevant training will be provided. On-the-role training will be provided if routines alter, and refresher training will be available.
- Optional additional training may be organised periodically.
- Access to support will always be available, either in the building or by telephone to another library or to the Training Officer. Volunteers will be given an awareness of on how to handle the delicate resources held in the Reference Library and awareness of the policies in place. For example, the Copyright Designs and Patents Act 1988.

ADDITIONAL INFORMATION

- Able to commit to a minimum of one 4-hour session per fortnight although more frequent and less frequent attendance will be considered when appropriate.
 - Not required to wear a uniform for this role.
 - Smart/casual wear is expected.
 - Expected to wear the Council's Volunteer ID Badge whilst 'on duty'.
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- Verification of identity and right to work in the UK (including volunteering) will be required.
 - Role engagement is subject to receipt of satisfactory references.
 - This role does not require a DBS Check.

DATE OF APPROVAL: 11TH MAY 2022

APPROVED BY: PETER ASPINALL, STRATEGIC LIBRARIAN

